

2013 Edward Byrne Memorial Justice Assistance Grant (JAG) Application Instructions and Scoring

Main Summary Section - 4 pts

Section Instructions

Complete the section fully.

- a. Enter the project title and project summary first.
- b. Once the title and summary have been entered a Recipient Agency must be added, and the remainder of the main summary page can be completed.
- c. You must select a Keyword for your application. Also, include your house and senate districts. The school district does not need to be identified.
- d. After the Main Summary page has been saved the rest of the application will be available to be completed.

Section Scoring

Scoring for this section is determined by the scorers overall recommendation for funding the application.

New/Continuation Information - 0 pts

Section Question(s)

1. Is this a new program or a continuation program?
 - a. If a continuation program, provide the previous grant number.
 - b. If a continuation, provide the total number of years of previous federal support.
 - c. If a continuation program, provide the amount of federal grant funds received in the previous year.
 - d. Please select the match percentage for this application if awarded a 2013 grant.

Priority Area Selection - 6 pts

Section Question(s)

Select the priority area that the program in the application falls under. (Select only ONE)

- Local – Local units of government
 - i. **Multi-jurisdictional Task Forces and Interdiction Teams** with a collaborative and comprehensive strategy that includes: undercover investigation, direction and control of confidential informants, interdiction efforts, and prosecutorial support.
 - ii. **Re-entry and sentencing policy reform** implementation and initiatives for offenders returning from prison to local communities
 - iii. Program to **reduce DNA forensic casework backlogs** including forensic DNA sample turnaround time and increases in the throughput of public DNA laboratories
 - iv. **Prosecution** of drug and violent offenders
 - v. **Juvenile detention alternatives to incarceration** (JDAI) program advancement for projects which also support disproportionate minority contact (DMC) initiatives
 - vi. **Problem solving court** programs that provide comprehensive treatment services and monitoring of offenders

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- vii. **Indigent defense** program which includes client screening for eligibility and notification to assigned defense counsel, or a program to systematically review defense counsel for quality and efficiency established by standards.
- viii. **Other** programs that fail fit into the defined priority areas will not receive priority area points.
- State – State units of government
 - i. **Multi-jurisdictional Task Forces and Interdiction Teams** with a collaborative and comprehensive strategy that includes: undercover investigation, direction and control of confidential informants, interdiction efforts, and prosecutorial support. Task forces and Teams are required to include at least three jurisdictions within at least two counties.
 - ii. **Re-entry and sentencing policy reform** implementation and initiatives for offenders returning from prison to local communities
 - iii. Technology projects which will enhance **state-wide criminal justice information sharing** efforts and advance the state’s data exchange in alignment with the National Information Exchange Model (NIEM 2.0)
 - iv. **Other** programs that fail fit into the defined priority areas will not receive priority area points.

Section Scoring

- Priority areas points will be awarded based on the scorer determination of how fully the application addresses selected priority area.
- Applications selecting other will not receive points for this section.

Activity Areas - 0 pts

Select **ONLY ONE** activity area that your program will fall under if awarded. The selected activity Area should match the selected priority area.

- a. JAG: All Initiatives: Other
- b. JAG: Corrections and Community Corrections Programs: Re-entry and sentencing policy reform
- c. JAG: Law Enforcement Programs: Multi-jurisdictional Task Forces/Interdiction Team
- d. JAG: Planning, Evaluation and Technology Programs: Juvenile detention alternatives to incarceration
- e. JAG: Planning, Evaluation and Technology Programs: Reduce DNA forensic casework backlogs
- f. JAG: Planning, Evaluation and Technology Programs: State-wide criminal justice information sharing
- g. JAG: Prosecution and Court Programs: Indigent defense
- h. JAG: Prosecution and Court Programs: Problem solving court
- i. JAG: Prosecution and Court Programs: Prosecution

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Problem Statement - 8 pts

Section Question(s)

State the problem which your proposed program seeks to alleviate. A problem statement should be no more than 3 sentences long. The problem statement must make a clear, concise and evidence-supported statement of the problem you are addressing and wanting to solve. The problem will clearly define the problem as it exists in the community.

Section Scoring

- Is the problem statement succinct and concise? 0 - 2 pts
- Does the reader feel they have a complete understanding of the problem? 0 - 3 pts
- Does the reader feel they have an understanding of the problem's impact(s)? 0 - 3 pts

Goal Statement - 4 pts

Section Question(s)

A goal statement is a broad statement of what you wish to accomplish. Goals are broad, general, intangible, and abstract. A goal is really about the final impact or outcome that you wish to bring about. The goal statement should clearly and directly tied to your problem statement. The goal statement should be only a few sentences long.

Section Scoring

- Is the goal succinct and concise? 0 - 2 pts
- Does the reader feel they have a complete understanding of the program's goal(s)? 0 - 2 pts

Problem Analysis - 15 pts

Section Question(s)

The problem analysis should describe how the problem was discovered and the impact the problem has on the community. Data, statistics, and other relevant facts should be used to validate the problem. The problem analysis should directly support the problem statement.

Section Scoring

- Did the grantee identify and describe how the problem described in the problem statement was discovered? 0 - 5 pts
- Did the grantee provide numeric data, statistics, and other relevant facts that demonstrate that there is a problem? 0 - 5 pts
- Did the applicant describe why the identified problem is an issue for their community? 0 - 5 pts

Program Description - 25 pts

Section Questions(s)

1. Program Description

The program description should provide a detailed description of the full program to be implemented. In the subsequent questions describe how the program will alleviate the

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stated problem, specify and describe the target population(s) that will be impacted by the program, describe the community partners involved with implementing or coordinating the program and their role, detail how the program described was determined to be the best solution to alleviate the stated problem, and describe how the program will be or has been institutionalized in the normal operations of the agency.

2. How will the program described alleviate the stated problem?
3. Specify and describe the target population(s) that will be impacted by the implemented program?
4. Identify community partners involved with implementing or coordinating the program, and describe their role in the program.
5. Detail how it was determined that the implemented program was the best solution to alleviate the stated problem?
 - a. If a continuing program please provide data and describe how the data shows the programs success in alleviating the stated problem.
6. How will or how has the program been institutionalized into normal operations?

Institutionalize - to permanently incorporate a program or practice, both fiscally and programmatically without the need for third party assistance, into the agency's structure and normal operations.

Section Scoring

- Did the grantee provide a detailed description of the full program to be implemented? 0 - 7 pts
- Did the grantee describe how the program will alleviate the stated problem? 0 - 7 pts
- Did the grantee specify and describe the target population(s) that will be impacted by the program? 0 - 3 pts
- Did the grantee identify the partners involved in implementing or coordinating the program and include a description of their role in the program? 0 - 3 pts
- Did the applicant detail how the program chosen to alleviate the problem is the best solution for their needs? 0 – 2 pts
- Did the applicant detail taken or will be taken to institutionalize the described program. 0 – 3 pts

Evidence Based Programs - 9 pts

Section Question(s)

1. What Evidence Based Practice/Program are you basing the program described in the Program Description? Please provide sources and citations for the program.
2. Please summarize the key components of the cited program or practice and illustrate how your program or practice follows these key components.

Section Scoring

- **To achieve 9 points**
 - i. The applicant has clearly identified the name of the program or practice being replicated, **in its entirety**, and supplied at least one reputable source that has identified the program as evidence-based, effective, promising, a model practice, a best practice OR has identified an academic, peer-reviewed journal

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evaluation demonstrating positive results OR has demonstrated, through at least one outcome evaluation, the effectiveness of the program with causal evidence.

- ii. Additionally, the applicant has summarized **ALL** of the key components, as identified in the listed source(s), of the evidence-based program or practice and demonstrated how each and all of these key components will be replicated within the proposed program or practice.
- **To achieve 4 points**
 - i. s clearly identified the name of the program or practice of which a **specific key component or components will be replicated** and supplied at least one reputable source that has identified the program as evidence-based, effective, promising, a model practice, a best practice OR has identified an academic, peer-reviewed journal evaluation demonstrating positive results OR has demonstrated, through at least one outcome evaluation, the effectiveness of the program with causal evidence.
 - ii. Additionally, the applicant has aptly summarized the selected key component(s), as identified in the listed source(s), to be replicated and demonstrated how the selected key components will be replicated within the proposed program or practice.
- **To achieve 0 points**
 - i. The applicant has failed to clearly identify an evidence-based, effective, promising, a model practice, a best practice OR has identified an academic, peer-reviewed journal evaluation demonstrating positive results OR has demonstrated, through at least one outcome evaluation, the effectiveness of the program with causal evidence of which at least one key component will be replicated.
 - ii. The applicant has clearly identified an evidence-based, effective, promising, a model practice, a best practice OR has identified an academic, peer-reviewed journal evaluation demonstrating positive results OR has demonstrated, through at least one outcome evaluation, the effectiveness of the program with causal evidence of which at least one key component will be replicated **BUT** failed to clearly demonstrate how the identified key component(s) will be replicated within the proposed program or practice.

Program Objectives and Output Metrics - 20 pts

Section Question(s)

Program Objectives are the targets set to achieve the Goal Statement. Each application is required to have 3 Program Objectives. There is space for 5 objectives to be included, but only 3 are required. Output Metrics are quantifiable measurements that will show if the objectives are being met to achieve the goal.

Section Scoring

- Are the objectives provided SMART (Specific, Measurable, Attainable, Realistic and Timely)? 0 - 5 pts
 - One point is available for each piece of SMART.
- Do the objectives provided directly relate to the stated problem and program description? 0 - 5 pts

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- Do the metrics provided directly relate to the objectives? 0 - 2 pts
- Are the metrics measurable? 0 – 2 pts
- What is the method of measurement? 0 - 2 pts
- How often are the metrics measured? 0 - 2 pts
- Who is responsible, the individual and/or organization, for collecting and analyzing the metrics? 0 - 2 pts

Budget Detail - 6 pts

Section Question(s)

The budget is a line item detail budget by budget category.

a. Budget By Category

- Personnel: List each position by the title. Show the annual salary rate and the percentage of time to be devoted to the project.
- CF - Purchase of Services: FOR MJTF's ONLY. Confidential Funds for the purchase of services.
- CF - Purchase of Evidence: FOR MJTF's ONLY. Confidential Funds for the purchase of evidence.
- Employee Benefits: Benefits are for the personnel listed in Personnel budget category and only for the percentage of time devoted to the project. Separate the type of benefit for each employee (i.e., FICA, health insurance, etc.). Fringe benefits need to be based on actual known costs or an established formula.
- Travel/Training: Itemize travel expenses by purpose (e.g., staff to training, field interviews, etc.). Show the computation of the funding (e.g., three people to a 2-day training at \$X airfare, \$X lodging, \$X per diem). For training projects, show the number of trainees and unit costs involved, including travel and meals. Identify the location of travel, if known. In the Budget Narrative, indicate the source of travel policies being used.
- Equipment: List items that have a useful life of two or more years and a cost of \$5,000 or more per unit.
- Supplies & Operating Expenses: List items that include materials which are consumed during the course of the project (e.g., office supplies, copier paper, training books, etc.). This also includes utilities and rental space if applicable. Show the basis of computation.
- Consultants: Provide a description of the product or service to be obtained by the contract and an estimate of the cost. If known, provide the vendor name.
- CF - Purchase of Specific Information: FOR MJTF's ONLY. Confidential Funds for the purchase of specific information.

IMPORTANT: Match must be included in your budget if required. When including a match line item in the budget detail indicate it is match by putting "MATCH" before the description of the line item.

b. Budget by Source

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- i. Federal: Total amount of federal fund being requested.
- ii. State Match: Total amount of state match funds included in the budget.
- iii. Cash Match (New Approp.): Total amount of cash match included in the budget.
- iv. In-Kind Match: Total amount of in-kind match included in the budget.

Section Scoring

- Is the math correct? 0 - 1 pt
- Is the match calculated correctly? 0 - 1 pt
- Are computations provided for all the line items? 0 - 1 pt
- Do all the line items requested relate to the described program? 0 - 2 pts
- Are all the requested line items in the correct category? 0 - 1 pt

Budget Narrative - 3 pts

Section Question(s)

Provide a narrative description of all the line items for each budget category. A description of the item, how it will be used, and why it is necessary for the program should be included. Enter N/A in categories where no funding is requested.

Section Scoring

- Are all the line items from the Budget Detail included? 0 - 1 pt
- Is a description of how the item will be used included in the narrative for each item? 0 - 2 pts

Implementation Plan - New Applicants Only – 0 pts

Section Question(s)

1. The Implementation Plan should include the following
 - a. Task
 - b. Person completing the task
 - c. Time-frame for the task to be completed
 - d. Resources needed to complete the task
 - e. Identify if the resources used will be grant funded, or non grant funds.

Recipient Agency Budget - 0 pts

Section Question(s)

The recipient agency budget is the overall budget of the program described in the application. This budget includes **all other funds** received to operate the program. Other sources of funds might include other federal grant funds, local government appropriations, collected fees, and donations.

- a. Revenue
 - i. Federal Funds
 - ii. State Funds
 - iii. Local Funds
 - iv. Additional rows can be added to include other revenues outside of those listed.
- b. Expenditures

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- i. Do not complete this section of the application.
- c. Are any of these fund sources to be used in the implementation of this project? Yes/No
- d. If so, name the source and the intended use. If not, identify the source of the matching contributions.
- e. Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? Yes/No
- f. If so, describe the source and state the amount.
- g. Do you intend to apply for continuation funding for this project? Yes/No

Performance Indicators

There is nothing to add to this section of the application. Set the status to complete and save the section as final.

TOTAL POINTS – 100 pts